



ERNEST ORLANDO LAWRENCE
BERKELEY NATIONAL LABORATORY
Financial Services / Procurement
Procurement Card Administration
Mail-Stop 937-200 Ext.: 5158 Fax: 4380
e-mail: pcard@lbl.gov

June 27, 2002

INTER-OFFICE MEMORANDUM

TO: Procurement (Pcard) Cardholders

FROM: Marguerite Fernandes

SUBJECT: Updated Restricted Items Lists – for Procurement Cardholders / Low Value Field Buyers

Attached is a copy of the revised **“Procurement Card (Pcard) and Low Value Purchases Restricted Items”** and **“Restricted Chemicals and Gases”** lists dated July 2002. *Please review the revised “Restricted Items” list and replace the old version (golden colored pages, February 2000 version) located in your Procurement Card Guide with the attached revised pages.* There are a number of additions and updates contained in this latest revision, so please take the time to become familiar with the changes. Highlights of some of the changes are discussed in this memo.

In addition, please replace the “Property Marking and Tagging – Computer Restrictions page (pink colored page) in your Procurement Card Guide with the attached updated page. The information regarding marking US Government property with orange labels has been removed.

Some important changes to the Restricted List are:

Certain on-site services can now be processed on the procurement card and through low value field buying. Other changes, such as approvals needed on foreign origin material greater than \$2,500 and additions to the restricted chemicals list are also discussed below.

Designated On-Site Services Can Now Be Placed by Cardholders / Low Value Field Buyers

In an effort to streamline the processing of on-site services and repairs, we are pleased to announce that cardholders and low value field buyers can now process certain common, designated on-site services and repairs previously handled by Procurement. Procurement, the Laboratory Risk Manager, legal counsel and DOE have determined some on-site services are of such low risk that verification of the merchant’s insurance (certificates of insurance, etc.) is no longer required when performed in a non-hazard work area, and the contracted service is less than a designated dollar amount. The attached list “Designated Commercial Services” is a list of low risk on-site services that can be placed by procurement cardholders and low value field buyers in non-hazard work areas. As on orders for material supplies, cardholders/field buyers

Subject: Updated Restricted Items and Restricted Chemicals Lists (continued)

who do not personally have signature authority must obtain written signature authorization for on-site work prior to placement of the order. An estimated cost for the repair should be included on the request submitted to the authorized signer. In some cases prior consideration should be made between costs to repair versus replacement. As on all procurement card/low value orders, the cardholder/field buyer is the only person authorized to place the on-site service order with the merchant/vendor. ***Please note: cardholders are required to keep the merchant's completed "service repair" paperwork for all on-site service requests.*** The service repair paperwork is the paperwork provided by the merchant at the time the work has been completed, as documented proof that the service request/repair has been done. This paperwork is to be kept by the cardholder in lieu of the normal packing slip that is retained for pcard orders of material goods. All construction related on-site work (fencing, roofing, carpet, window replacement, painting, etc.) and on-site services in hazardous areas are restricted from procurement card and low value field buying and are to be processed by Procurement.

The following is a list of some of the common on-site services that can now be placed by cardholders and field buyers under their order limits, in non-hazardous work areas:

Pipette repairs, vacuum pump repairs and machine tool maintenance services.

The following are some of the on-site services that are still restricted from cardholder and low value buying due to the hazardous nature:

Crane and elevator maintenance and all construction related services. In addition, activities performed in nuclear, radiological or hazardous facilities or facilities that generate airborne hazards or pollutants are restricted from card and low value buying.

As with all procurement card purchases and low value buyer purchases the authority is given with the understanding that cardholders/field buyers will secure concurrence of the Procurement Card Administrator or Procurement, prior to committing the Laboratory to any procurement not clearly authorized or which appears not to be in the best interest of the University (Berkeley Lab) or the Government.

Foreign Origin – Material Value Greater than \$2,500 - Requires additional approval prior to placement

Under congressional order the Buy American Act and the Balance of Payments Program outline requirements under which purchased products must be "domestic end products" unless an exemption applies. Foreign end products over \$2,500 and up to the cardholder's order limit (usually \$5k) may be purchased with Procurement approval if there are no domestic supplies satisfactory for the intended use. To receive approval to purchase foreign end products greater than \$2,500 and up to their ordering limit, cardholders/field buyers must complete the form "Request for Determination – Supplies of Foreign Origin" and submit it to Ron Ball for approval (Mail-Stop 937R0200 or fax x4380). A copy of the form is attached and also available at the Procurement web site under the Forms Cabinet, <http://procurement.lbl.gov/forms.htm>.

EH & S has requested a number of additions and changes in terminology to the Restricted List and list of Restricted Chemicals and Gases. Some of the changes are:

Various types of acid, biosafety, corrosive, and gas storage cabinets, require EH & S approval prior to purchase.

Subject: Updated Restricted Items and Restricted Chemicals Lists (continued)

Under “Class 1 Ozone Depleting Substances” the synonyms – common Trademark Names for the listed Trade Names have been included.

Cesium, Francium, Rubidium are added to “Reactive & Unique Hazard Chemicals.”

A new group of restricted chemicals “Chemicals Known to Possess Lethal or Incapacitating Toxicity” has been included.

Other Additions to the Restricted Items List

Controlled Property: Controlled Property (items requiring a DOE sticker) are not to be purchased on the procurement card or under the low value field buyer programs. Controlled Property" is property that has a purchase or fabrication cost that justifies maintaining continuous records on it (currently equipment valued at \$5,000 or more) by the Lab's Property Management and has a life expectancy of more than two years. Controlled Property may also be a component of a larger piece of equipment when the component substantially retains its original physical appearance.

Degree Verifications and Background Checks are to be handled by Human Resources Central due to the confidential nature of the request.

Over the Counter Medications (aspirin, Motrin, Tylenol, etc.) Such items are considered personal use items and are to be purchased by Lab employees with their own personal funds. Employees who are ill and require such medications to stabilize a situation can visit the Lab's Health Services group who will dispense medications to stabilize a situation and document if the illness is work related.

Remote access services to the Lab have been added to the Restricted List under “Telecommunications/Telephone Equipment.” The Lab's Network and Telecommunications Department handles remote access service charges to the Lab.

The updated Restricted Items (effective July 2002) will be available on the Procurement web site at <http://procurement.lbl.gov/restrict.htm>. At the web location the list is also available in Adobe Acrobat format, which has a searchable feature that can be useful to determine if a chemical or other item is restricted. The Restricted Items List contains items the Laboratory is prohibited to purchase under its Prime Contract with DOE, items that may require special approvals or safety measures before purchasing them. In some cases only individuals in LBNL Procurement are authorized to purchase them with adequate justification from the requester.

Questions or comments regarding the above information may be directed to the Procurement Card Administrator, Marguerite Fernandes (x5158, e-mail: pcard@lbl.gov) assistant, Denise Davis (x5697) or Procurement Team Leader, Ron Ball (x4513).